

~~SECRET~~
~~SECURITY INFORMATION~~

18 December 1951

MEMORANDUM FOR: DIVISION AND BRANCH CHIEFS

SUBJECT: Sources of Specialized Manpower

1. To meet current manpower requirements and prepare for orderly expansion under either cold or hot war conditions, the Personnel Office is preparing to locate and establish contacts with all profitable sources of specialized personnel. This will be of immediate and continuing value as we shall receive a larger number of better qualified candidates for our vacancies.

2. A simple but effective plan has been devised to elicit and organize the information, but your expert assistance has been requested in:

a. Compiling a concise list of major types of specialized personnel employed in your division or branch, and

b. Identifying and locating individuals, groups and organizations that could be developed into leads or profitable sources for such specialized personnel.

3. Please give this matter your immediate attention in view of the urgency and importance of this undertaking and our direct benefit therefrom. The attached illustration should be self-explanatory, and additional blank forms are available from this office.

Assistant Director

Attachments:

Completed form (Sample) - 1
Blank Forms - 6

~~SECRET~~
~~SECURITY INFORMATION~~

009

✓

10 S G

100-100-1

Date: OCT 30 1951 By: 03